



DEPARTMENT OF ENERGY

PRINCETON SITE OFFICE

BUSINESS MANAGEMENT PROCEDURE

PROCEDURE 1-13

**PROPERTY SURVEILLANCE OF THE PPPL PROPERTY
MANAGEMENT SYSTEM UNDER**

U. S. DEPARTMENT OF ENERGY
CONTRACT NO. DE-AC02-76CH03073

REVISION 5

Sarah Lawson
Prepared By: **Sarah Lawson, Contract Specialist**

Raymond M Kimble
Reviewed By: **Raymond M. Kimble, Business
Management Team Leader**

Jerry Wm. Faul
Approved By: **Jerry Wm. Faul, Manager, PSO**

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ANNUAL REVIEW	
<u>Reviewer</u>	<u>Date</u>
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PROPERTY SURVEILLANCE

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Attachment:

Loan Process Map

STOP WORK AUTHORITY: When an unsafe or unhealthy condition or an adverse impact to the environment is observed, all PSO staff have full authority to stop work. See PSO Procedure 3-11 for implementation.

PROPERTY SURVEILLANCE

PURPOSE

The intent of this Surveillance Plan is to evaluate the contractor's Property Management System (PMS) on a continuing basis to assure that Government-owned property is adequately accounted for and controlled. The Surveillance Plan encompasses all aspects of the contractor's PMS.

2.0. SCOPE

The Contractor's PMS required by the Federal Property Management Regulations and the DOE Property Management Regulations will be evaluated by the PSO in the following manner:

- The day-to-day administration by PSO of Contract No.DE-AC02-76CH03073.
- Specific follow up to any findings/recommendations in other reviews (i.e., self-assessment, etc.
- Meetings with contractor property management personnel to discuss on-going operations and planned procedures.
- Approving annual Balance Score Card Plan and assessment of Contractor Balance Score Card results.

3.0 BACKGROUND

Property Management Appraisals have disclosed that PPPL has steadily continued its improvement in the management of the Government-owned property.

Balanced Score Card Reports conclude the PMS as OUTSTANDING.

RESPONSIBILITIES AND AUTHORITIES

It is the responsibility of the Princeton Site Office (PSO) Business Management Contract Specialist to maintain a sufficient level of surveillance to assure that the contractor's Property Management System (PMS) continues to operate in an effective manner.

5.0 PROCEDURES

Reviews will be conducted as follows:

5.1 On-Going Reviews:

The following actions will be conducted on an on-going basis as part of day to day oversight:

PSO staff member accompanies Material Control Division personnel on equipment spot checks.

Business Management Team Leader:

- Review and approval of Property Retirement Notices for capital assets and those resulting from security reports.
- Review and approval of PPPL initiated determinations for abandonment and destruction of surplus property.
- Approve requests to hold sales of property where proceeds are expected to exceed \$5,000.00.
- Approve write-on of property greater than \$25,000.00.

Business Management Contract Specialist:

- Reviews and coordinates requests for foreign loans of property thru the CH OPMO.
- Reviews and approves domestic property loans.
- Reviews proposed revisions to laboratory personnel property policies and procedures, negotiates changes with laboratory where needed and where found acceptable, recommends Contracting Officer's approval.

5.2 Additional Efforts:

Special surveillances or reviews will be initiated by the Contract Specialist if weaknesses in the contractor's property management system become apparent, as a result of:

- 1 Prior reviews.

2. Major changes in the contractor's property management system that deviates from what DOE considers to be sound business practices.
3. Major changes in the contractor's property management organization, functional relationship, or key personnel.
4. Audits with negative findings by the contractor's internal audit staff or DOE Inspector General or their subcontractors.

6.0 REFERENCES

Department of Energy Acquisition Regulation (DEAR) – 48 CFR Part 970.45
Government Property

- Federal Acquisition Regulation (FAR) 48CFR Part 45 - Government Property
- PPPL Materiel Control Policies and Procedures
- Department of Energy Acquisition Regulation (DEAR) 970.5245-1
- DOE Order 580.1
- 41 CFR 109

Property Loans

